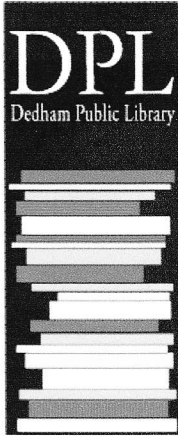


**Dedham Public Library
Meeting of the Board of Trustees
Monday, November 21, 2011 at Endicott @ 7:30 pm**

Agenda

1. Public input
2. Minutes of the October meetings
3. Financial report
4. Director's report
5. Old Business
 - a. School library collaboration update
 - b. Permanent Director selection process
6. New Business
 - a. Building use policy
 - b. Budget subcommittee
7. Executive session



Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.
Dedham, MA 02026
781.751.9284
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rebecca Peluso
Rachel Tuerck

DPL TRUSTEES MEETING MINUTES	
NOVEMBER 21, 2011, MAIN LIBRARY, 7:30PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Rachel Tuerck, Brad Bauer, Mike Chalifoux
PUBLIC ATTENDEES	Hana Heald, Gloria Reinhart, Cecilia Emery Butler, Margo Wereta, Marcia Withian-Wilson, Kristen Overman

1. DISCUSSION:

None

2. MINUTES:

The motion was made by Mr. Bauer to accept the meeting minutes as amended for the October 18 and October 26, and September 29th. Mr. Chalifoux, seconded the motion and it passed.

3. FINANCIAL REPORT:

Mr. D'Amico introduced Beth Hoffer as the Acting Director of the library. Brad made motion to accept the financial report; Mr. Chalifoux seconded. Motion passed.

Action Item	Person	Date Due
Follow up with Town Hall to move money in line 5200, find out where Fund 424 money is, and answer other questions regarding the dog tax money and gift account.	Rosemarie and Brad Bauer will follow up with Town Hall. Brad to have discussion with town	12-13-11 (next meeting)

3. DIRECTOR'S REPORT:

- a. book budget ordering update: 35.4% that may count toward materials, and e-books has been spent; on track for spending to meet MBLC state aid requirements. Ordering process is becoming streamlined.
- b. Patron "counters" process is in place and has been communicated. Mr. Chalifoux communicated where the manual is located.
- c. Heat in the library: the new facilities manager for Dedham has been contacted about regulating heat in the library.
- d. The Dedham Garden Club planted 800 bulbs. Ms. Hoffer will send thank you note.
- e. Ms. Hoffer attended a recent Minuteman Library Network meeting; about 30 MLN member library directors attended.
- f. Emergency policy was discussed. Mr. D'Amico will provide two contact numbers
- g. Snow policy & removal policy was discussed.

Action Item	Person	Date Due
Alternative for reserve books, explore with MLN	Beth Hoffer	12/13/11
Snow removal - follow up with DPW John can call Mr. D'Amico Library follows town hall (not the schools)	Beth Hoffer	12/13/11
People counter numbers added to the director's report, along with circulation numbers, programs and number of program attendees.	Beth Hoffer	12/13/11

4. OLD BUSINESS:

- a. Long range plan update: on hold; consultant has withdrawn.
- b. School library collaboration: Program is a go as a "deposit collection."
- c. Permanent Director process: A search committee will meet to review resumes, interview candidates, and make recommendation to the Board. The committee will consist of: one staff member (Janice Crowley), one Finance Committee member (Maureen Hanlon), two library trustees (Joe D'Amico and Rachel

Tuerck, one Friends of the Library member (Marcia Withiam-Wilson), and one community/Town Meeting member (Cecilia Emery Butler). Committee will meet to review resumes and interview candidates. Mr. D'Amico and Ms. Tuerck will report back to Board the Search Committee's recommendations. If there is one clear candidate, the committee will recommend that person. If there are two top candidates, the Search Committee may ask the trustees to meet with both final candidates. If there are no candidates that fit our needs at this time, the process will start over. The Search Committee will meet after Thanksgiving, start interviewing, and have an update on 12/13/11.

Action Item	Person	Date Due
Follow up with Bill Keegan on proper process for hiring director	Mr. D'Amico	12/13/11
MLN: "Deposit Collection" solution. Follow up with NEASC on counts. Send email for school usage. Check with Isabella on status of 2 nd batch of books; get 1 st batch entered into MLN as Deposit Collection	Beth Hoffer	12/13/11
Contract from town hall to get Interim Director	Mr. D'Amico	Closed
"Deposit Collection" school process to Mr. Bauer	Rachel Tuerck, Beth Hoffer, and Don Langehorst	12/13/11

5. NEW BUSINESS:

- Building usage request policy – custodial pay – write check to custodian or to town hall
-

Action Item	Person	Date Due
Building Usage Sample Policy	Beth Hoffer will investigate	12/13/11
How does custodian get paid, rate	Beth Hoffer will investigate	12/13/11
Personnel issue with comp time	Mr. D'Amico	12/13/11
Budget proposal	Mike Chalifoux and Brad Bauer	12/13/11

Set dates for future meetings:

December: Tuesday, December 13, 2001, 7:30pm at the Main Library

January: Wednesday, January 18, 2012, 7:30pm at the Main Library

At 9:00pm, Mr. Bauer made the motion to go into Executive Session under Purpose 3 (Collective Bargaining Strategy). Mr. Chalifoux seconded it. Roll call was unanimous.

Ms. Tuerck moved to come out Executive Session; Mr. Bauer seconded. The motion passed. Roll call was unanimous. The board came out of Executive Session at at 10:10pm.

Ms. Tuerck moved to adjourn the meeting, Mr. Bauer seconded. The motion passed and the meeting adjourned at 10:10pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Rachel Tuerck".

Rachel Tuerck, Secretary

Attachments:

Agenda

Director's Report

Public Library School Collaboration

Budget Status Report

Director's Report
November 7 – November 10, 2011

- Staff:

I have been meeting individually with library staff members to determine goals and concerns of the individual departments.

I met with the Endicott staff as well

There is an all-staff meeting planned for November 17. The main focus of this meeting will be to discuss collection development and streamlining the book (materials) ordering process. We will be identifying those areas/authors that may be out-of-date or under represented.

- Books/Materials

Once I am able to determine what is outstanding for bills in the materials budget determine the amount of money available in that line item, the staff and I will begin to aggressively develop the collection as outlined above.

I approached the Endicott staff and Lisa with the idea of establishing a core collection of ESL materials and they are all supportive of the idea.

I have been in touch with the Literacy Director of the Framingham Public Library and have left a message for the literacy librarian at the Natick Public Library to get background information and as a place to start.

I have the names of a couple of publishers who develop materials in this area and will be contacting them.

As the reference collection looked to have out-dated material, I have asked Lisa, who readily agreed, to weed the collection. She will replace titles with newer editions and/or remove materials from the reference collection. Since the shift of emphasis is moving from print to electronic media for reference materials, it is possible that shelf space will open up to house the new ESL collection should it become a reality.

- Building and Grounds

The three "people" counters are in place and have viable batteries. They will be checked every Tuesday. An eye will be kept on them to determine if the batteries are failing. If someone has the manual for the devices, it would be helpful for us to have .

Furniture reps for the dvd shelving and the new computer carousel visited the library and went over the orders with John and, to the best of my knowledge, the orders have been placed. These are purchases put into place prior to my arrival.

The town is looking in to the uneven heating of the building with John.

The library received a donation of approx. 800 flowering bulbs which were planted by the Garden Club. Seeing the "photo op", I suggested contacting the paper

who sent a photographer. It seems a thank you note to the garden club would be in order, and I did not know if it should come from me or from the trustees.

- Budget

It has been brought to my attention that there may be discrepancies in the numbers reported to the state. Additionally, concern has been raised in regards to the salaries line item running out before the end of the fiscal year. I would like to request a special trustee's meeting to discuss just these issues so the issues can be put to rest and corrections made if needed.

- Miscellaneous

I will be attending the Director's meeting at Minuteman Library Network on November 16.

FY-2012

As of Green Sheet Oct 31, 2011

[illegible]

Public/School Library Collaboration

There is a means for the books to be in Minuteman and on loan to the schools.

Books belonging to the Dedham Public Library can be loaned to the school library as a Deposit Collection.

A deposit collection is a group of books that a library loans to another institution. For example, a nursing home, or, in this case, a school library.

The books will need to be processed as Dedham Library books and carry the library's call number and identity markings.

The books will be entered in to Minuteman as Dedham Library books. The individual books will then be checked out to the school libraries.

The collection should be housed as a cohesive collection at the school, so it is readily discernable that this is a deposit collection.

It is up to the school libraries how they will enter the books in to their system. A simple prefix of "DL" for Dedham Library could indicate that the item is shelved with and is a part of the Dedham Library deposit collection.

School circulation of the books may not be counted toward Dedham Library circulation. However, circulation numbers created when the books are checked out to the schools *do* count toward Dedham Library circulation stats.

In regards to the initial proposal, the schools will not be able to include the titles when reporting the number of library books to NEASC (New England Association of Schools and Colleges) for accreditation purposes as the books belong to the public library and not the school library. The books cannot be "counted twice" and be included in both libraries' statistics. However, the schools will be able to show that they have a strong collaboration with the public library that supports the school library and curriculum.

There will probably be a few things that will need to be ironed out. For example, something may need to be put in place should the deposit collection books be returned to the public library in error. This is a possibility as they will be stamped "Dedham Public Library."